

U.S. District Court – Eastern District of California
Opportunity Announcement #2026-07

**Pro Se Law Clerk
(half-time)**



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 11-14
Salary rate will be based on geographic location of duty station or telework location.

Closing Date: Open until filled; materials received by February 27, 2026, will be given preference.

How to Apply:

Materials must be submitted electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting can be found under the account of U.S. Magistrate Judge Allison Claire.

Materials must include:

- 1) An introductory cover letter addressed to U.S. Magistrate Judge Allison Claire, c/o U.S. District Court, 501 I Street #4-200, Sacramento, CA 95814**
- 2) A chronological resume**
- 3) A writing sample (not more than 10 pages in length)**
- 4) A list of at least 3 professional references**
- 5) A copy of the applicant's law school transcript**

The Court is seeking well-qualified applicants for a half-time (i.e., 20 hours per week), permanent Pro Se Law Clerk position in our Sacramento courthouse. The position offers an excellent opportunity to start or continue a career in federal service and includes full federal benefits, including retirement coverage.

The incumbent will be assigned to support Magistrate Judge Allison Claire and will conduct extensive legal research and writing on prisoner civil rights cases, and prisoner and immigration related writs of habeas corpus. The incumbent also will assist Judge Claire with managing her caseload and preparing for case-related hearings, conferences, and trials. A weekly work schedule will be negotiable.

Applicants must be available for an immediate start date of employment. The selected applicant will be expected to perform work in our Sacramento courthouse with limited telework subject to Judge Claire's approval. Judge Claire will consider a full-time telework assignment if an applicant possesses substantial and directly related work experience. Applicants seeking full-time telework are asked to state this preference in their cover letter.

MINIMUM QUALIFICATIONS

For consideration, applicants must be law school graduates with excellent academic records and excellent research and writing skills. Applicants who possess post-graduate legal work experience in a high-volume, production-oriented work environment are preferred. Experience with §1983 civil litigation, writs of habeas corpus, immigration litigation, and/or prior federal clerkship experience is highly preferred. A background in public interest/public service is desirable.

SALARY

Starting salary will be set based on the following:

- Candidates with less than one year of post-graduate legal work experience will be placed at a JSP grade 11 step 1 (currently \$41.96 per hour based on a Sacramento duty station).
- Candidates who possess at least one year of post-graduate legal work experience and Bar membership will be placed at a JSP grade 12 step 1 (currently \$47.70 per hour based on Sacramento duty station).
- Candidates who possess at least two years of post-graduate legal work experience and Bar membership will be placed at a JSP grade 13 step 1 (currently \$56.72 hour based on Sacramento duty station).
- Candidates who possess three or more years of post-graduate legal work experience and Bar membership will be placed at a JSP grade 14 step 1 (currently \$67.03 per hour based on Sacramento duty station).

**Pro Se Law Clerk
Opportunity
Announcement #2026-07**
Page 2 of 2

Benefits:

The court offers a competitive benefits package that includes:

- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Flexible Spending Accounts
- Life Insurance
- On-site Gym

For more information about the U.S. Courts and available benefits visit: www.uscourts.gov

Consideration for placement above step 1 will be limited to candidates who possess work experience in the Federal Government at a higher grade and/or step as defined under Highest Previous Rate (HPR) Authority.

DISCLOSURES

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- Only qualified applicants will be considered for this position.
- The selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Court employees serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are also subject to a Code of Conduct (a copy can be found on the *Careers>Employment Information>Code of Conduct* section of the court’s website at www.caed.uscourts.gov).
- Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.
- Applicants must meet citizenship requirements to work for the United States government. The requirements can be found through the *Careers>Employment Information>Disclosures* section of the court’s website at www.caed.uscourts.gov).